

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

G.1	CONTRACT ADMINISTRATION .....	1
G.2	CORRESPONDENCE PROCEDURES .....	1
G.3	MODIFICATION AUTHORITY .....	2
G.4	REPRESENTATIONS AND CERTIFICATIONS .....	2
G.5	CORRESPONDENCE, REPORTS, AND DELIVERABLES.....	2
G.6	SUBMISSION OF VOUCHERS/INVOICES .....	3

## **G.1 CONTRACT ADMINISTRATION**

- (a) The name and correspondence address of the Department of Energy (DOE) Contracting Officer (CO) is:

Name (TBD), Contracting Officer  
U.S. Department of Energy  
Portsmouth/Paducah Project Office  
1017 Majestic Drive, Suite 200  
Lexington, KY 40513

- (b) The name and correspondence address of the DOE Contracting Officer's Representative (COR) is:

Name (TBD), Contracting Officer Representative  
U.S. Department of Energy  
Portsmouth/Paducah Project Office  
1017 Majestic Drive, Suite 200  
Lexington, KY 40513

Performance of the work under this contract shall be subject to the technical direction of DOE COR(s) in accordance with the Section I clause entitled, DEAR 952.242-70, Technical Direction. Any change in any DOE COR may be made administratively by letter from the Contracting Officer consistent with Section I clause entitled, DEAR 952.242-70, Technical Direction.

- (c) The designated paying office for direct payment invoices under the contract is:

Direct Mail Address:

U.S. Department of Energy  
Oak Ridge Financial Services Center  
P.O. Box 4307  
Oak Ridge, TN 37831

Express Courier Address:

U.S. Department of Energy  
Oak Ridge Financial Services Center  
200 Administration Road  
Oak Ridge, TN 37831  
(865) 241-5073

## **G.2 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, correspondence submitted under this contract shall include the contract number and shall be subject to the following procedures:

- (a) Technical Correspondence: With the exception of correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract, technical correspondence shall be addressed to the DOE COR with an information copy addressed to the DOE CO.
- (b) Other Correspondence: All other correspondence shall be addressed to the DOE CO with information copies of the correspondence to the COR.

### **G.3 MODIFICATION AUTHORITY**

Notwithstanding any of the other provisions of this contract, a CO shall be the only individual on behalf of the Government authorized to:

- (a) Accept non-conforming work;
- (b) Waive any requirement of this contract; or
- (c) Modify any term or condition of this contract.

### **G.4 REPRESENTATIONS AND CERTIFICATIONS**

The Representations, Certifications, and Other Statements of Offerors, submitted with the contractor's offer, are hereby incorporated into this contract by reference.

### **G.5 CORRESPONDENCE, REPORTS, AND DELIVERABLES**

The following requirements apply to submission of all correspondence, reports, and data deliverables:

- (a) The contractor shall ensure that all correspondence, reports, and data deliverables are as follows:
  - (1) Legible and sequentially numbered; and
  - (2) Written in clear, concise English.

- (b) The contractor shall prepare transmittals as follows:
  - (1) Title page or cover sheet that identifies the contract by number, author, deliverable(s) (including deliverable item number or report requirement), and date; and
  - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text).
- (c) The contractor shall submit correspondence, reports, and deliverables as follows:
  - (1) All correspondence, deliverables, and reports shall be submitted in electronic format (i.e., searchable PDF and original soft copy) to the CO or designee for uploading to the DOE automated records system (i.e., Livelink) and in hard copy as required and/or requested.;
  - (2) Electronically authorize/sign all correspondence, deliverables and reports and forward all submittals to DOE-PPPO for input to Livelink;
  - (3) All electronic files shall be editable and have all functions normally available in the software in which the data were originally generated. The contractor shall also provide a list of the electronic files that are being provided, along with a designation of the software used. The submission shall also state which contract deliverable, when appropriate, is being met through submission of the correspondence. In the event the contractor uses an internal proprietary software package, a copy of the software shall be provided to DOE.
- (d) The contractor shall develop and implement configuration control over all electronic correspondence files, including a correspondence numbering system. The contractor shall maintain configuration control over changes to information provided by DOE or Government contractors, including but not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using the contractor's established policies and procedures that are in compliance with all National Archives and Records Administration and DOE requirements. The contractor shall assign its own identifying number to information that it either creates or changes.

## **G.6 SUBMISSION OF VOUCHERS/INVOICES**

- (a) VIPERS. The contractor is required to submit payment invoices and supporting documentation electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS) which is accessible at <http://finweb.oro.doe.gov/>. Detailed instructions on how to enroll and use the system are provided on the web page.

The website provides the vendor the following system capability, required EFT banking form/information and instructions:

- (a) Logon to VIPERS
- (b) Request Access

- (c) Vendor Banking Data Form
  - (d) Registration
  - (e) Invoice Status
  - (f) Electronic Invoicing
- (b) Cost Invoices. The contractor shall submit invoices (Standard Form 1034 located at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>) in accordance with the FAR payment clause in Section I of the contract. The contractor may submit cost invoices, with supporting documentation, monthly. The contractor is required to submit Project Performance Reports (PPR) on a monthly basis reconciled to the monthly invoice submitted for payment. The PPR period must match that of the invoice period and must be received by DOE at the same time as the submission of the monthly invoice.
- (c) Fee Invoices. The contractor may submit invoices for semi-annual fee payments based on DOE's fiscal year calendar concurrent with the PPRs. Fee payment(s) will be made after the CO determines whether adjustments/reductions are necessary.
- (d) Any basis for invoice withholding, adjustment or reduction which is discovered after payment will be corrected on subsequent invoices. If the Government discovers such defects, the CO will notify the contractor in writing. The CO's written notification will explain the nature of the basis for withholding, adjustment, or reduction, as well as specify the dollar amount of the withholding, adjustment or reduction.
- (e) Nothing in this provision shall affect the rights of either the Government or the contractor under the Section I clause entitled FAR 52.232-25, "Prompt Payment," of this contract. The Government may notify and/or initiate withholding, adjustment, or reduction any time prior to final payment under this contract.
- (f) In addition to the electronic invoice submission required in G.6(a), the contractor shall submit one copy of the invoice(s), including all supporting documentation to the CO, COR, and DOE-PPPO Budget Analyst. The mailing address for the Budget Analyst is:

United States Department of Energy  
Portsmouth/Paducah Project Office  
ATTN: Budget Analyst  
1017 Majestic Drive, Suite 200  
Lexington, KY 40513-0066